

SAMPLE POLICY

Smoke Free Buildings

It is the philosophy of (ABC Company) to provide its employees with a work environment that offers the opportunity and resources to optimize their personal health and well being. Since Environmental Tobacco Smoke (ETS) has been declared to be a Group A carcinogen and since it causes 53,000 deaths annually in nonsmokers, all company facilities will maintain a smoke free environment effective (date). This policy is designed in compliance with Chapter 23-20.10 of the Rhode Island General Laws entitled, "Public Health and Workplace Safety Act" which will go into effect March 1, 2005.

This smoke free policy will apply to all facilities, owned or leased by this company and to all company owned/leased vehicles. This applies to offices, hallways, waiting rooms, lunchrooms, elevators, meeting rooms and community rooms. Smoking is permitted on company grounds provided that it occurs beyond 50 feet of any building entrance or in the external designated smoking areas. Employees who choose to smoke within the permitted areas must do so on their regularly scheduled breaks or meal periods. Each employee is expected to abide by the terms of the smoke free workplace policy, both during and after hours. This policy applies to clients, contractors and visitors as well.

Copies of this policy will be distributed to all employees. Employees who smoke and would like to quit are invited to participate in tobacco treatment programs offered by the (ABC Company).

The success of this policy depends upon the thoughtfulness and cooperation of everyone. All employees share the responsibility of following and enforcing the policy. Any problems should be referred to the appropriate supervisor. Employees who do not comply with this policy will be subject to the same disciplinary action accorded violations of other business policies. Contact (name) if you have questions at (number).

Chief Executive Officer, (date)